3. ADD A USER TO A PROJECT

Access Level ☑ **ADMIN** ☒ **EDITOR**

Administrators are able to provide colleagues access (either administrator or editor) to project/s in MERIT.

User permission levels:

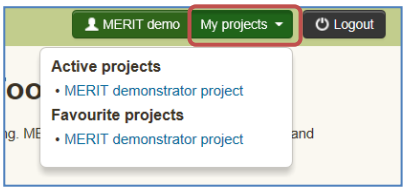
	View project information	Input and edit activity data	Input and edit plan data	Access Admin tab	Submit project data and reporting	Assign / edit access permissions
Editor	✓	✓	✓			
Administrator	✓	✓	✓	✓	✓	✓

All users need to register with ALA before they can use MERIT (see Information Sheet 1).

To add a user to your project:

1. Log in to MERIT.

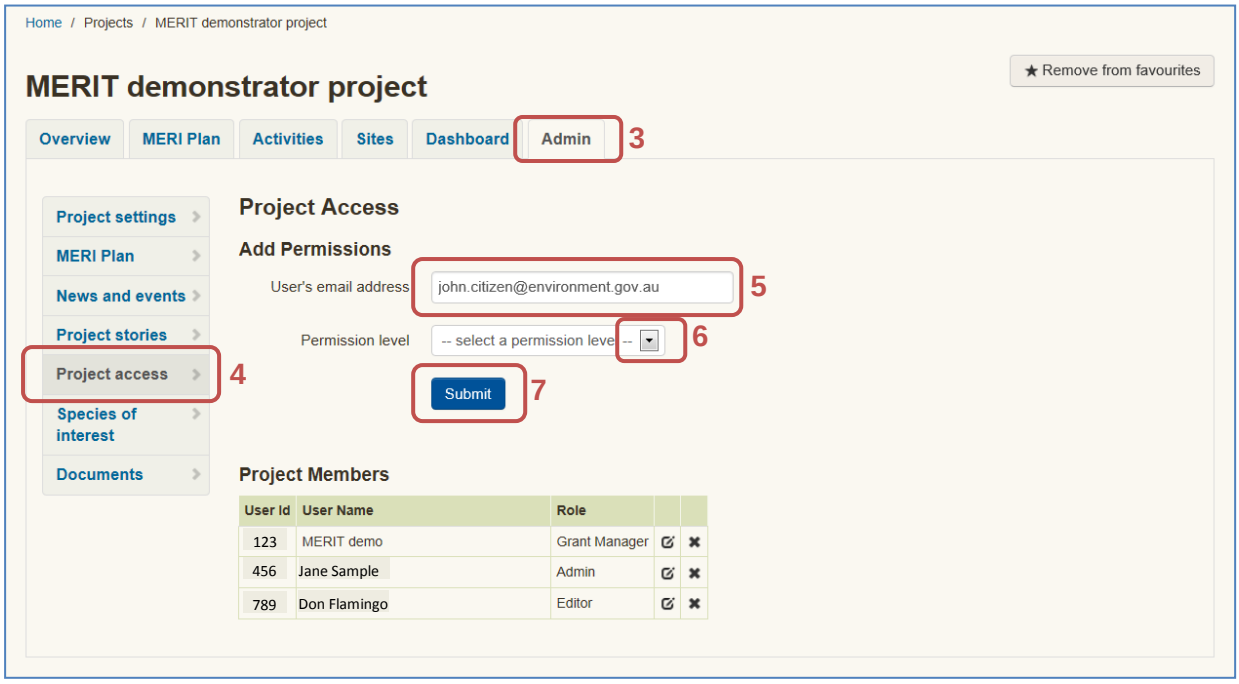
2. Click the **My Projects** button on the menu bar. Select the relevant project for which you would like to grant access.



3. Click the **Admin** tab on the Project home page.

4. Click **Project Access** sub tab on the left of the screen. A list of users who already have access to the project will be displayed.

5. Enter the user's email address.



6. From the drop down menu, choose the permission level you wish to give them (editor or admin).

7. Click **Submit**. The user will be added to the bottom of the list of Project Members.

8. Advise the user they have access to the project. The project will appear on the list when they click the ‘My Projects’ button on the home page.